Matching Funds for Compensation/Retention Incentives for Early Care and Education Providers
Request for Funds

Questions and Answers

Note: Although the following questions and answers are applicable to the entire Matching Funds for Compensation/Retention Incentives for Early Care and Education Providers pilot project, we have indicated, for your information, during which round the question was asked.

Fiscal

1. **What happens to the fund balance that we do not end up using from the first funding round? Can it be rolled over?**
   Funds do not have to be completely expended prior to the end of the fiscal year. It is expected that providers receive the majority of the money during the fiscal year. The unexpended funds should be obligated (that is you need to determine how the funds will be spent and have a plan for them) or encumbered. Please note that as stated on page 14 of the June 28, 2001 RFF, "County Commissions will be required to provide updates on local match sources and expenditures and CCFC may adjust apportionments accordingly. County Commissions must account for revenues and expenditures and program performance in the annual audit report." These reports are due twice a year and the allocations are also a twice a year process. The amount of funds that are unspent and unencumbered may affect your next allocation. (Rounds 1 & 2)

2. **For counties participating in the FY 2000-01 (Year 1) program, do all of the funds designated as going to providers have to be spent by June 30, 2001?**
   No, but a significant amount should be flowing by that date. The amount of money may be reduced in future payments, if a significant amount is not flowing in the previous payment period (i.e., apportionments for Years 2 and 3 may be adjusted based on expenditure reports). We encourage County Commissions who are just getting started to wait and apply for funding in 2001. Similarly, counties that participate in FY 2001-02 must release stipends to ECE staff by June 30, 2002, etc. (Round 1)

3. **When will the second round of funding begin?**
   The second round of funding under this program (FY 2001-02, Year 2; and FY 2002-03, Year 3) started in April 2001 with the release of a second "Intent to Apply" announcement. The Request for Funds was released on June 28, 2001. This is the last opportunity to apply for matching funds during this three-year pilot program. (Round 1)

4. **What needs to be done if the amount of funds listed on the letter of intent differs from the amount listed on the application?**
   Please refer to the bolded sentence on Form 2 (page 18) of the June 28, 2001 RFF, which states, "If the amount requested exceeds what was indicated in the Intent to Apply form, please provide on the reverse side of this form an explanation for the increase." A state match based on a higher level is contingent upon availability of State Commission funds for this purpose. (Round 1)

5. **Can a county change a second round budget listed in a first round application?**
   Yes, those first round participants who submitted a three-year budget with their first round application may make changes to their budgets. First round participants must re-submit all forms for round two of this initiative. As stated on Form 2 of the June 28, 2001 RFF, "The State Commission bases funding on the Intent to Apply process. If the amount requested exceeds what was indicated in the Intent to Apply form, please provide on the reverse side of this form an explanation for the increase. A state match based on a higher level is contingent upon State Commission approval of more funds." (Round 2)

6. **Can child care centers receive state matching funds?**
   No, funding to centers does not qualify. "For purposes of this initiative a retention program is defined as a program that provides direct compensation to qualified early care and education staff." Please see page 5 of the June 28, 2001 RFF. (Round 1)

7. **What expenses are non-allowable?**
   All funds must be spent on this initiative. Examples of non-allowable expenses include out of state travel, food, facilities rental, lease, purchase or renovation. (Round 1)

8. **Are equipment expenses allowable?**
   Yes, if it is equipment wholly and directly related to the project. (Round 1)

9. **Are counties' CalWORKS Performance Incentive Funds and Local Workforce Investment Board (LWIBs) funds allowable sources of local match?**
   In general, State and Federal funds are not allowable as local match for this project. However, to promote collaboration in seeking long-term solutions to this workforce issue, counties' CalWORKS Performance Incentive Funds and Local Workforce Investment Board funds may be used as sources of local match under these conditions:
   1. The County Commission assures that the funds are used consistent with the provisions of State and Federal law.
   2. The County Commission fulfills the requirement for the local Prop. 10 portion of local match.

3. The County Commission request for State match does not exceed that indicated in the Intent to Apply form submitted by the May 24, 2001 deadline. **(8/31/01)**

9. Will CCFC match "in-kind" services?
No, CCFC will only match cash. (Round 1)

10. Will the project allow counties to pool funds?
Yes, consistent with the California Children and Families Act, County Commissions may collaborate to implement joint projects. (Round 1)

11. Does the non-allowable expenses criteria for matching funds also apply to county funds?
Yes, the criteria apply to the county funds identified for state matching funds. (Round 1)

12. Some state-supported programs require that, in the overall agency budget, a facility rental percentage must be attached to each employee. In light of the restriction on funding facilities, if such employees are involved in administering the matching funds initiative, how should we handle this facilities rental issue?
It may be listed as an administrative cost, consistent with normal personnel accounting practices. The restrictions are mainly to prevent the renting of new spaces. (Round 1)

13. For the local funds to be met by the State Match, will CCFC match funds that are also going to exclusively school age and/or license exempt providers or just to those designated in the RFF?
Just to those that meet the criteria stated in the June 28, 2001 RFF. School age only and license exempt providers (except those "employed in a facility exempt from licensure by the DSS/CCL Division because it is either administered by a Tribal Council or located on a public school site or U.S. military installation") cannot be part of the local money to be matched by the state. (Round 1)

14. If the Local Child Care Planning Council is putting some money into the program, can we use that as part of the match?
No, not if the funds are State funds. (Round 1)

15. Is there a limit on administrative or evaluation funds that can be requested from the state?
No. In order to determine the feasibility of the project and better understand the nature of administrative and evaluation costs incurred in running it, there is no limit on amount of funds used for administration or evaluation. We realize that the evaluation component requires support staff and that the data entry can be time consuming, however, consistent with guidance in other areas, we hope to see low administrative and evaluation costs. In this initiative, we expect most of the funds to

go to providers. This is a pilot project and will be evaluated for its cost-effectiveness and effects on retention. (Round 1 & 2)

16. Do all funds have to be shown or merely State matching funds?
All funds must be shown. (Round 2)

17. Where should non-matching funds be listed?
Non-matching funds should be listed in the budget narrative section of your county's application. A brief description of the origin of the funds and their intended use would help the State Commission in better understanding your county's retention incentives program. (Round 2)

18. Do evaluation costs have to be listed separately in the budget? Or can this be listed internally as a line item?
Please estimate the evaluation costs in the application budget. Then keep an internal accounting of evaluation costs is sufficient. (Round 2)

19. What period does the Fiscal Year cover?
The Fiscal Year covers the period from July 1 to June 30 of the next year. As an example, FY 2001-02 would cover the period from July 1, 2001 to June 30, 2002. (Round 2)

20. What if a county is only applying for one-year of funding?
For evaluation purposes, the State Commission needs a two-year funding period for the second round. Please contact the State Commission if your county has specific funding constraints. (Round 2)

21. Is more money, above the State Match percentage, available?
No. As stated on page 5 of the June 28, 2001 RFF, "The State Commission will match up to 25% of the local investment for Group A Counties (those counties receiving **$3,000,000 or more** from monthly disbursements in Fiscal Year 99/00). Group B Counties (those counties receiving **less than $3,000,000** from monthly disbursements in Fiscal Year 99/00) will be matched at a rate up to 50% by the State Commission." (Round 2)

22. If we need to adjust our budget, by moving moneys among certain line items, after the State Commission's approval of our application, do we need permission before doing so?
No. Any budget adjustments should be noted in the expenditure and progress reports due to the State Commission. The funds may be transferred among the budget line items as long as they are still spent directly on this program. (Round 2)

Evaluation/Data Collection

23. Do you have any idea of cost for the Packard database?
The database is free. Training and manipulation of database may incur a potential cost of $2000. This amount may be covered in the state match as administrative costs if included in the application budget. Staff costs to do data input is an additional cost that should be included in the project budget. (Round 1)

24. In terms of time and money, what is the expected burden placed upon Counties by the evaluation component of the RFF?
The time and money spent in collecting and entering the data will vary depending upon the program and application. According to Alameda CFC, straight data entry of the frozen fields (required) will take approximately 20 minutes per participant. San Francisco CFC has given a timeframe of approximately 45 minutes per participants to enter data and run reports, using an expanded number of fields. (Round 2)

25. What percentage of administrative funds should be set for evaluation? What is the cost to modify the database? What types of data will County Commissions need to collect? What fields are in the database?
Include this cost in your budget—it qualifies for match. CCFC removed the cap on administrative funds but as this is a pilot project we will be looking to see if it is cost-effective to implement compensation/retention programs. Please review the Packard database description (Appendix A of the June 28, 2001 RFF) to estimate the staff time required for data collection. We have been told to estimate at least $2,000 for some basic training and a few County adaptations of the database. (Round 1)

26. What should first round applicants do concerning applicant consent forms for evaluation?
PACE will be sending out postcards for first round applicants to mail to participants. (Round 2)

27. Will there be another database training session?
No sessions are currently scheduled. Interested parties may obtain a binder of the materials handed out at the July 16 training session by contacting George Philipp at gphilipp@co.alameda.ca.us. (Round 2)

28. Is there a particular schedule for obtaining the demographic information from PACE?
PACE will provide this information once a year. Individual counties may want to establish their own database to get such information more frequently. (Round 2)

29. Do we have to use the language found on the sample consent form on page 31?
Yes, this language has gone through a human subjects review process. Please contact Kyra Caspary, kyrac@uclink4.berkeley.edu, with PACE if you need to modify the consent language for your program. (Round 2)

30. We are trying to ensure that our CARES stipend recipients are listed as "confidential vendors" ensuring that their names and addresses never become public record. Though we cannot find anything in the state contract, we assumed that the recipients should remain confidential. Is there any documentation stating that the recipients can or should remain "confidential?"
No, there is nothing at the state level stating that stipend recipients should remain confidential. Consequently, the issue of confidentiality would be a county level decision.

Programmatic

31. Can the units be non-ECE based?
As stipulated on page 6 of the June 28, 2001 RFF, any provider will be eligible to receive State retention incentive funds "if working in a DSS/CCL Division licensed family child care home, has met the 6 unit requirement above or has completed other non-unit based training equivalent to 6 hours that is above minimum licensing requirements (i.e. health and safety) and/or is enrolled and making regular progress in unit-bearing coursework in ECE (stipends scheduled after completion)." Please see page 6 of the June 28, 2001 RFF. (Round 1)

32. In reference to the nine month period that a provider must have provided care in order to "be eligible to receive State retention incentive funds" as stated on page 6 of the June 28, 2001 RFF:

a. **Does it have to be a period of nine consecutive months?**
   No.

b. **Does the nine-month period have to occur within the fiscal year?**
   Yes.

c. **For Year 1, instead of having worked nine months from the period July 1, 2000 to June 30, 2001, is a longer period, for example twelve months, not within that period an acceptable criterion?**
   No, the provider must have worked nine months prior to June 30, 2001. The nine month period may be increased, however, as it is only a minimum which the initiative requires. (Round 1)

33. In terms of the 15-hour/week minimum, is there any flexibility in the number of hours?
The criteria listed on page 6 of the June 28, 2001 RFF are minimum levels required by the State Commission. Individual County Commissions may require additional hours or months. (Round 2)

34. Would the CCFC consider changing the verbiage from "the same family child care home or child care center" to "the same child care agency/program/employer," in order to cover those providers who may have worked for the same agency, but at different sites?
Yes. The new RFF reflects this change. The major objective of retaining qualified providers is to sustain a positive and long-term child-adult relationship. It is up to a county to use its discretion regarding those providers working within the same agency. (Round 1)

35. It was indicated that the June 28, 2001 RFF would reflect a verbiage change from "the same family child care home or child care center" to "the same child care agency/program/employer" in order to cover those providers who may have worked for the same agency, but at different sites. Why is that change not reflected in the new RFF?
While this change was not made in the RFF, it is the State Commission's intent that providers are eligible if they move to different sites within one agency. The stipulation should read as follows:

> "Has provided child care at least 15 hours per week in the same Department of Social Services/Community Care Licensing (DSS/CCL) Division family child care home or child care center/agency/program/employer in California for at least 9 months during the period from July 1, 2000 to June 30, 2001 for first year funds; and for at least 9 months during the period from July 1, 2001 to June 30, 2002 for second year funds; and for at least 9 months during the period from July 1, 2002 to June 30, 2003 for third year funds." (Round 2)

36. Must the percentages of family child care providers and center providers participating in this initiative equal the percentage each represents of providers in the county?
That is the goal. While this may not be achievable in the first year, your program narrative should describe your steps toward achieving parity. (Round 1)

37. Concerning the proportional participation of licensed family child care providers, will the State Commission be seeking a specific percentage?
No. However, the State Commission would not only like to see this group participating, but also for the County Commission to promote accessibility to this program for this population. (Round 2)

38. Are Head Start staff eligible for Prop 10 incentives?

Yes, from the State perspective. County Commissions may decide to impose more stringent local requirements. (Round 1)

39. How should differing salaries be handled – in terms of staff at child development centers, Head Start centers, and school district centers – with regards to stipends/incentives?
Each County must decide where staff retention is an issue and act accordingly. Some counties have discussed not providing compensation to providers who exceed a certain salary level. (Round 1)

40. How often are progress reports expected?
Please see page 14 of the June 28, 2001 RFF for a list of expenditure and progress report due dates. (Round 1)

41. Will County Commissions need other training, other than that for the Database?
Yes, training may be required to implement the retention/compensation strategy that the county selects. (Round 1)

42. Can stipends be solely for years of experience, or is there an expectation that providers are developing and continuing?
"County Commissions must implement a compensation based retention program that: is linked to improving the quality of participating caregivers in their county through continuing education and professional development requirements. Please see page 7 of the June 28, 2001 RFF. (Round 1)

43. In terms of the ages of the children served, is school age acceptable?
The project is geared toward birth to five years. <u>Providers not serving birth to five-year old children should not be receiving funds from any local or state Proposition 10 projects</u>. However, providers who in the current fiscal year are serving both children birth to five as well as school-age children are eligible. (Round 1)

44. If our eligibility for providers and the award letters to them are released in June of 2002 (or 2003) but the checks are not cut until July 2002 (or 2003), are we still eligible for the second funding round?
No, a significant proportion of funds must be flowing to providers not just encumbered. (Round 1)

45. On Form 6 of the June 28, 2001 RFF:

a. **Are the signatures supposed to be from funding partners only or should collaborative partners sign this form too?**
Funding partners must sign; others may sign. It is also for collaborative partners even if they are not providing any funding. If there are multiple collaborative partners, you can make copies of the form and have them sign the related section or change the bottom section so that it relates to their role in the project. (Round 1)

b. **Do all collaborative partners have to be listed?**
Only funding partners are required to sign. However, counties are encouraged to list all partners. (Round 2)

c. **Is the first "Signature of Authorized Representative" found below the double lines the Commission representative's signature?**
Yes. (Round 2)

46. **Is there a policy against collaborating with other local agencies that may receive AB 212 funding?**
Counties are highly encouraged to collaborate with other local agencies. Specifically, the State Commission feels that working with Local Child Care Planning Councils (LPCs) would be highly beneficial for both parties. Any money going to another agency must be in furtherance of this initiative as described in the application and adhere to the county procurement/allocation rules. You will need to be able to account for the local and state funds spend toward this initiative in expenditure reports and the annual audit. (Round 1)

47. **In terms of local funding partners, is a letter of commitment required from each?**
No. Letters of commitment are optional. (Round 2)

48. **How does a county go about partnering with a Local Workforce Investment Board?**
Please contact Bob Marr of the Employment Development Division at bmarr@edd.ca.gov. Also refer to the list of LWIBs posted on the CCFC website, at www.ccfc.ca.gov under "Funding Opportunities and RFP's." (Round 2)

49. **Can State Matching funds be used for grants to a center or family child care network that in turn provides benefits to providers?**
No, funds must be used for "direct compensation to early care and education providers." (Round 2)

50. **Can DSS/CCL Division license exempt public schools be included along with Tribal lands and U.S. military installations?**
Yes. Page 6 of the June 28, 2001 RFF states, "Is a licensed provider, works in a licensed facility, or works at a public school-based site." (Round 2)

51. **Who do we contact with questions concerning the RFF?**
Questions regarding the RFF must be submitted by email, in writing, or by fax to Erik Miyao. Please use "RFF Question" as the subject heading and send all questions to Erik Miyao at emiyao@ccfc.ca.gov or by fax to (916) 323-0069. (Round 2)

52. **Will an electronic version of the June 28, 2001 RFF be available?**

The RFF may be downloaded from the State Commission website. Additionally, a copy of the RFF as a Word document will be provided upon your request to Erik Miyao at emiyao@ccfc.ca.gov. (Round 2)

53. With respect to point number three of the Project Narrative and Description, found on page 12 of the June 28, 2001 RFF, isn't the purpose of the evaluation to provide evidence "regarding the effectiveness of current and proposed supports and services"?
The purpose of point number three is to understand why each county chose a specific program and direction, based on their circumstances and how those circumstances relate to what we know from research and promising practices. (Round 2)

54. What retention incentives are County Commissions utilizing?
Stipends, Benefit packages, and health insurance are just a few of the retention incentives listed on the Intent to Apply forms. Once again, the State Commission encourages County Commissions to collaborate and share information with one another. (Round 2)

55. In terms of the groups to be addressed in Project Narrative and Description, point 6 (page 12 of the June 28, 2001 RFF), what if the demographics are not known?
The State Commission is asking that these populations be targeted as the matching funds are Prop 10 dollars and these populations are of key interest to the State Commission. The local Child Care Resource and Referral agency may be one agency that would have some of this information available for your use. (Round 2)

56. Can the funds be used to help providers attain the minimum requirements?
No, this initiative is for the retention of qualified staff. The funds cannot be used for providers who do not meet the minimum requirements. (Round 1)

57. Does a career development/counseling/training component have to be funded without the state match?
If the training piece is a component of the whole project (in other words it is tied into participants receiving a stipend, etc.) then the State Commission will match those costs. However, as the June 28, 2001 RFF states on page 8, "CCFC will not match programs that are solely related to training, financing accreditation costs, or projects that do not provide a type of compensation directly to early care and education providers." (Round 2)

58. Is a program including accreditation, training, and stipends allowable?
"CCFC will not match programs that are solely related to training, financing accreditation costs, or projects that do not provide a type of compensation directly to early care and education providers." Training directly related to this initiative, may be covered in the match. An example is training required of providers who

participated in the first year stipend program to receive compensation in the second year. Please see pages 5 & 8 of the June 28, 2001 RFF. (Round 1)

59. The Budget Form on page 18 (Form 2) of the June 28, 2001, what constitutes training?

The training needs to be directly related to the providers receiving the compensation/retention incentives. For example, if your county has a CARES model and is having participants join a Child Development Corps as part of their requirements to receive the stipend/bonus/benefit, training costs related to the Corps can be matched. Training for staff related to the Packard Database and evaluation can also be matched. (Round 1)

60. Can CCFC matching funds be used for indirect compensation to providers?

No, as stated on page 8 of the June 28, 2001 RFF, CCFC matching funds must be used for "direct compensation to early care and education providers." (Round 2)

61. Are applicants who participated in FY 2001-02 required to respond to each point of the "Project Narrative and Description" section of the RFF?

If CCFC has an approved application from you for FY 2000-01, you are required to complete all of the forms and respond to those points, by number, which you made changes to and that need to be addressed. (Round 2)

62. What is the State Commission's position on stipends for substitutes who have worked at multiple sites?

State matching funds may not be used for stipends for substitutes who have worked at multiple sites. Although the State Commission appreciates the value of regular substitute teachers, the goal of the Retention Incentives Matching Funds pilot project is to improve the quality and stability of the child care workforce. (Round 2)

63. What information on subcontractor and funding and collaborative partners is required?

CCFC would like to know what role(s) subcontractors and funding and collaborative partners will play in the implementation of your county's program. Any background information on the subcontractors and funding and collaborative partners would also be useful. Refer to page 12, number 8 of the June 28, 2001 RFF. (Round 2)

64. On page 11, number 10 of the Application Format and Components section, of the June 28, 2001 RFF, it states that "You must verify on Form 1 (County Commission Chair's signature) that CCFC funds will be used to supplement, not supplant, existing funds." What data/verification is required?

The verification that "CCFC funds will be used to supplement, not supplant, existing funds" consists of the County Commission Chair's signature on the application. (Round 2)

65. Can program directors who do not directly work with children qualify for a stipend?

Yes. The target population of the Matching Funds for Retention Incentives for Early Care and Education Providers pilot project is qualified early care and education staff that includes teachers and directors working in a California based child care center or family child care providers in California. However, program directors are still required to fulfill the criteria listed on page 6 of the June 28, 2001 RFF. (Round 2)

Post Application